

**ADULT LEARNING AND EMPLOYMENT SUPPORT PROGRAMME**  
**ESOL TUTOR – ROLE SPECIFICATION**

Start date:	September 2023, date to be agreed on appointment.
Remuneration:	£26.50 / hour.
Contract type & hours of work:	Sessional contract (term time only). 12 hours teaching & 4 hours preparation/admin, included.
Location:	Masbro Centre, London W14 0LR.
Annual leave:	N/A
Reporting to:	Adult Learning and Employment Support Project Manager.
Benefits:	Training and development opportunities, as agreed.
Equal Opportunities:	Urban Partnership Group (UPG) is committed in its pursuit of excellence in service; to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture; celebrates and values diversity and eliminates unlawful direct and indirect discrimination.  Information disclosed on the Equal Opportunities form is strictly confidential.
<b>Closing date:</b>	<b>CV and completed Equal Opportunities form</b> must be sent electronically to <a href="mailto:info@upg.org.uk">info@upg.org.uk</a> and arrive no later than Sunday 6 August 2023 at 12:00 AM.
Shortlisted candidates notified:	W/c 7 August 2023.
Interviews:	W/c 14 August 2023 @ the Masbro Centre.
Disclosure and Barring Service (DBS):	This post is subject to an enhanced DBS check.
Contact:	To speak to a member of staff before submitting your application, please email <a href="mailto:info@upg.org.uk">info@upg.org.uk</a> to arrange a phone call or site visit.

## **About the Urban Partnership Group:**

Urban Partnership Group runs community services in Hammersmith and Fulham. The Urban Partnership Group's mission is to improve the health, wealth, and wellbeing of people in Hammersmith and Fulham and to build community involvement in economic, social, and environmental regeneration.

For more information about our wide-ranging service provision visit [www.upg.org.uk](http://www.upg.org.uk).

## **Job Purpose:**

To organise and deliver courses for non-native speakers with diverse activities and methods that cover all aspects of English language (speaking, writing, and comprehending, as agreed with the Project Manager. This includes carrying out the necessary administrative tasks, monitoring learners progress and providing feedback, contributing to the programme's reporting requirements.

To create a supportive and welcoming atmosphere for learners.

## **Main Duties and Responsibilities:**

The following duties must be carried out in the context of the UPG policies and practices, such as EDI (Equality, Diversity, and Inclusion), Safeguarding Vulnerable Adults, Health and Safety, and Data Protection:

1. Plan, deliver, and report on your course, using methods and materials appropriate to the learner group and course content. Develop a scheme of work/syllabus and lesson plans to be shared, as required, with the Project Manager, class visitors or inspectors.
2. Prepare/adapt appropriate teaching materials.
3. Follow national and regional policies for teaching English as a second language.
4. Identify/assess the needs of learners and if necessary, adapt course content and delivery style to meet these needs. Where a course is inappropriate for a learner, redirect them to another course or provider. Deal appropriately with individual learner support needs.
5. Comply with the UPG policy on EDI so that all learners are treated with respect and dignity in an environment in which a diversity of backgrounds and lived experiences are valued. Deal with any harassment or discrimination issues that arise.
6. Discuss Learning Outcomes or moderation requirements with learners as the course proceeds.
7. Liaise with the Project Manager to be aware of venue, resources, and organisational procedures, for example, safeguarding and health & safety.
8. Maintain records of student attendance and grades.
9. Assign homework and exams, grade students' assessments, create individualized plans if needed.
10. Evaluate the effectiveness of learning. Assess learners' work where appropriate. Keep records of learners' progress and ensure learners are given feedback on their progress.

11. Offer advice on further learning and progression opportunities to learners as required.
12. Ensure that all required paperwork, including enrolment forms, learning outcomes forms, Edexcel and other registration forms and course registers, including the tutor's report and claim forms are completed and returned to the Project Manager in timely fashion.
13. Attend relevant induction and training meetings as required by UPG.
14. Any other duty funders and time to time, may reasonably be required to meet the needs of UPG and the funders, and is within the remit of this post.
15. Work in collaboration with UPG staff from other business units to provide a positive learning experience for the learners.

## REQUIREMENTS AND SKILLS

All candidates must have the right to work in the UK.

<b>Experience</b>	<b>E</b>	<b>D</b>
• Previous experience as an ESOL teacher or in a similar role.	✓	
• Experience of designing courses and teaching materials.	✓	
• A teaching qualification such as ESOL, DTLLS, or a degree in English Language/Literature.	✓	
• Understanding of Equal Opportunities issues and how it relates to adult learning programmes.		✓
<b>Skills</b>		
• Great organisational and communication skills.	✓	
• Able to lead a group of learners in an informal but structured way.	✓	
• Able to work independently and collaboratively.	✓	
• Able to motivate students and encourage participation.	✓	
• Able to design and deliver effective education/training.		✓
• Able to promote Equal Opportunities in practice.	✓	
• Able to manage administrative tasks effectively, and use MS Office applications (such as Word, Excel, Outlook).	✓	
<b>Personal Qualities</b>		
• Sympathetic to the aims and values of UPG.	✓	
• A calm, confident, and resilient personality.		✓
• Strong work ethics.	✓	
• Commitment to Equality, Diversity, and Inclusion.	✓	